Cordial invitation: how to address potential participants
INVITATION from the high political level in cooperation with the organizing body

“Title: cross-border EU Citizens’ Dialogue on subject”


Dear Ms./Mr. .............

Shortly before the relevant event, citizens from Country A, Country B, Country C, Country D and Country E are cordially invited to take part in a cross-border Citizens’ Dialogue to discuss their thoughts on the subject with politicians. Along with around xxx other citizens, you have been selected at random to participate in this Citizens’ Dialogue initiated by the political sponsor.

You do not need any specific previous knowledge, since the idea is for you to contribute to the discussions with questions and experiences arising from your daily life. The random selection process ensures that citizens of different origin, age and gender will be able to meet each other and contribute a diverse range of experiences, viewpoints and opinions.

Subject/Examplary questions? Discuss these and other questions in transnational groups of citizens and with

High-ranking politician from the political sponsor on

dd and dd mm yyyy in a capital city
(starting on dd mm at hh:mm, ending on dd mm at hh:mm)

Participation in the event is completely free of charge, and food and drink will be provided. We have asked ........................................ (a service provider) to organise the composition of the participants’ groups.

The number of participants is restricted, so advance registration is required. You can register in the following way: Please print, complete and sign the registration form and then

- Fax the signed registration form to____________
- Scan and e-mail the signed registration form to____________
- Take a picture of the signed registration form and send it to____________
You can find more information about the Citizens’ Dialogue in the enclosed data sheet.

Join in the discussion. We look forward to hearing your opinion in the city!

Kind regards,

Signature       Signature

Name of person responsible       Name of person responsible
Political sponsor                Organizing body